

UH  
398  
A2  
M44pim  
1948

## PROGRAM OF INSTRUCTION

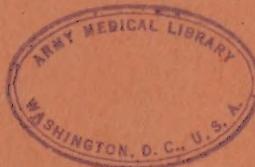
FOR

### BASIC MEDICAL DEPARTMENT FEMALE OFFICERS COURSE



MEDICAL FIELD SERVICE SCHOOL  
BROOKE ARMY MEDICAL CENTER  
FORT SAM HOUSTON, TEXAS

1948









U.S. MEDICAL FIELD SERVICE SCHOOL, Fort Sam Houston, Tex.  
BROOKE ARMY MEDICAL CENTER  
FORT SAM HOUSTON, TEXAS

PROGRAM OF INSTRUCTION  
FOR  
BASIC MEDICAL DEPARTMENT FEMALE OFFICERS' COURSE  
8 WEEK COURSE

1948

[1.]

1948

UH

398

A2

M44 p

no. 1

1948

c.1

BASIC MEDICAL DEPARTMENT FEMALE OFFICERS' COURSE

MEDICAL FIELD SERVICE SCHOOL

PURPOSE:

To give basic military training to newly commissioned female personnel of the Medical Department.

PREREQUISITES:

Female personnel; commission in the Medical Department of the Army.

minimum age  
soloal qualif  
medical qualif  
army qualif  
military qualif, authorized  
bachelor degree qualif

EDUCATION

military basic training  
officer has completed  
military service has been  
bachelor of science

EDUCATION

year end of university study

EDUCATION

bachelor's in accounting has completed  
bachelor's in art

EDUCATION

minimum qualif  
bachelor's not less than 2 years  
completed in account or related

EDUCATION

minimum qualif  
related qualif

EDUCATION

minimum qualif or related  
related qualif to applicable  
qualif or field of present assign

BASIC MEDICAL DEPARTMENT FEMALE OFFICERS' COURSE  
 MEDICAL FIELD SERVICE SCHOOL  
 (8 Weeks - 320 Hours)

SUBJECT	HOURS
<u>ADMINISTRATION</u>	74
Personnel Administration	(13)
Records of Morbidity and Mortality	(2)
Administrative Supply Procedures and Records	(13)
Ward Management and Administration	(24)
Military Justice	(11)
Field Trip to General Depot	(4)
Disposition Boards	(1)
Safeguarding Military Information	(2)
Accounting, General and Applied	(4)
<u>COMMANDANT'S TIME</u>	17
Organization and Orientation	(3)
Clearance and Graduation	(8)
Morale and Character Building	(1)
Subjects to be Announced	(5)
<u>DENTAL SERVICE</u>	1
Dental Service in the Army	(1)
<u>LIAISON</u>	5
Organization and Employment of the Combined Arms and Services	(5)
<u>LOGISTICS</u>	8
Troop Movement	(4)
Transportation of the Sick and Wounded	(1)
Supply in a Theater of Operations	(3)
<u>MEDICINE AND SURGERY</u>	19
Military Surgery	(8)
Military Medicine	(11)
<u>MILITARY NEUROPSYCHIATRY</u>	10
Introduction to Military Neuropsychiatry	(2)
Psychology of Neuropsychiatric Nursing	(5)
Dynamic Factors in Military Neuropsychiatry	(3)

SUBJECT	HOURS
<u>PHYSICAL MEDICINE</u>	7
Physical Medicine in the Army	(7)
<u>PREVENTIVE MEDICINE</u>	50
Introduction to Preventive Medicine	(1)
Respiratory Disease Control	(4)
Immunizations	(3)
Vital Statistics	(1)
Gastro-Intestinal Diseases and Sanitary Devices	(11)
Food Service	(5)
Insect and Rodent-Borne Diseases	(6)
Public Health and Preventive Medicine	(3)
Venereal Diseases	(2)
Environmental Physiology	(5)
Physical Standards	(2)
Safety Program	(2)
Principles of Employment of Isolation in Communicable Diseases	(2)
Nuclear Physics	(1)
Examination	(2)
<u>TACTICS AND TECHNIQUES</u>	31
Map Reading	(11)
Organization and Employment of Medical Department Units	(17)
Miscellaneous	(3)
<u>TRAINING</u>	98
Military Discipline	(8)
Drills and Ceremonies	(12)
Training Problems	(3)
Physical Conditioning	(40)
Training Demonstrations	(3)
Defense Against Chemical Warfare	(5)
Techniques and Methods of Instruction	(17)
Indoctrination to Other Female Components	(1)
Examination	(1)
Troop Information Program	(8)
<u>DIETETICS - SUBSTITUTE HOURS</u>	46
Organization of the Hospital Food Service	(46)

SUBJECT	HOURS
<u>PHYSICAL THERAPY - SUBSTITUTE HOURS</u>	<u>41</u>
Administration of Physical Therapy	(6)
Professional Procedures in Physical Therapy	(35)
<u>OCCUPATIONAL THERAPY - SUBSTITUTE HOURS</u>	<u>41</u>
Administration of Occupational Therapy	(5)
Professional Procedures in Occupational Therapy	(36)

## PROGRAM OF INSTRUCTION

## BASIC MEDICAL DEPARTMENT FEMALE OFFICERS' COURSE

## PART I

## ADMINISTRATION

74 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Personnel Administration ANNEX NO. 1	(13)	Organization of the Army for administration. Channels of military correspondence and mechanics of letter writing. Personal problems of officers including leaves of absence and travel. Purpose and use of records kept in Company and Detachment Headquarters. Purpose and use of records maintained in the Personnel Office, including pay vouchers and Officer's Qualification Card. Explanation of the Efficiency Report form and its use. Rates of pay and methods of payment of officers and enlisted men. 201 files (personal); leave records.
Records of Morbidity and Mortality ANNEX NO. 2	(2)	Orientation in the types, purposes, preparation, and disposition of medical records and reports maintained by the Medical Department, including those used in dispensaries and hospitals in the Zone of Interior and in fixed and mobile installations in the Theater of Operations.
Administrative Supply Procedures and Records ANNEX NO. 3	(13)	Supply procedures and records; hospital requisitioning procedures, forms, the Medical Supply Officer, other supply agencies of the Post; the Army-Navy Catalog of Medical Materiel, classes of medical supplies, nomenclature, use of catalog, deteriorating items, narcotic items, expendable items, damageable items; maintenance and

PART I (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
		repair of medical items, methods of reporting items for repair, relationship of maintenance with appearance and utility, post shops, depot shops; lost, damaged and destroyed property, linen exchange, laundry service; patients' clothing, visit to Post Medical Supply, review and test.
Ward Management and Administration ANNEX NO. 4	(24)	Introduction to the types and purposes of hospitals operated by the Medical Department. Administrative and professional organization of an Army hospital. Medical records maintained in wards, including the clinical record, the narcotic register, the ward morning report and the nursing notes and treatment record. Procedures and practices of the head nurse in the maintenance of records. Administrative procedures in the care of patients. Administrative procedures in discipline of patients, civilian help, and the enlisted personnel. Ward administration, including personal care and medical care of patients. Inspections of the cleanliness and order of wards. Central supply system, including sterile trays, preparation of supplies for use and their conservation. Relationship of central supply to surgical and medical services.
Military Justice ANNEX NO. 5	(11)	Source and agencies of military jurisdiction; use of the Manual for Courts-Martial; Articles of War; disciplinary power of the commanding officer; classes, composition and jurisdiction of courts-martial; procedure before, during and after trial; types, composition, jurisdiction and procedure of boards of officers; military aid to civil authorities;

PART I (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Field Trip to General Depot ANNEX NO. None	(4)	military government and civil affairs.
Disposition Boards ANNEX NO. 6	(1)	A trip to San Antonio General Depot, to observe operations of a General Depot and how it services the Army.
Safeguarding Military Information ANNEX NO. 7	(2)	Discussion of operation, com- position and procedure of disposition boards.
Accounting, General and Applied ANNEX NO. 8	(4)	To familiarize each person with the responsibilities of handling classified documents. General discussion of basic consorship rules.

PART II

COMMANDANT'S TIME

17 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Organization and Orientation ANNEX NO. None	(3)	Processing of students, issue of textbooks, organization of students into groups for instructional purposes, address by the Commandant, and such other administrative procedure as announced by the Commandant.
Clearance and Graduation ANNEX NO. None	(8)	Turning in supplies and equip- ment, personnel problems, transportation, processing and formal graduation exercises.

## PART II (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Morale and Character Building ANNEX NO. 9	(1)	Orientation as regards the moral aspect of the program for venereal disease control in the Army.
Subjects to be Announced ANNEX NO. None	(5)	Physical examinations, examinations and such extra-curricular activities as deemed desirable by the Commandant. One hour to be given by Red Cross representative.

## PART III

**DENTAL SERVICE**  
1 Hour

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Dental Service in the Army ANNEX NO. 10	(1)	Lecture designed to familiarize the class with the organization, function, and mission of the Dental Corps and the role of the Dental Service within the Medical Department.

## PART IV

**LIAISON**  
5 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Organization and Employment of the Combined Arms and Services ANNEX NO. 11	(5)	The organization of the Department of the Army, the organization of the Department of the Air Force and the organization and role of the Infantry Division; principles of staff organization and basic principles of camouflage.

## PART V

## LOGISTICS

8 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Troop Movement ANNEX NO. 12	(4)	Organization for movement by rail; control, conduct and technique of movements by motor; traffic control and circulation. Principles of loading of personnel and equipment for movement by motor, rail, water, and air.
Transportation of the Sick and Wounded ANNEX NO. 13	(1)	The methods of transportation of the sick and wounded; conversion of common military vehicles into patient carriers; field expedients.
Supply in a Theater of Operations ANNEX NO. 14	(3)	Organization of the Theater of Operations and the medical supply system; supply installations and their functions; accountability and responsibility in the Theater; procedures and methods.

## PART VI

## MEDICINE AND SURGERY

19 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Military Surgery ANNEX NO. 15	(8)	Fundamentals of problems peculiar to shock, burns, and war wounds.
Military Medicine ANNEX NO. 16	(11)	Instruction in fundamentals of practice of internal medicine with emphasis on those conditions peculiar to military service. Emphasis will be placed on physiology of Aviation Medicine, the treatment of gas casualties, and

PART VI (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
		those diseases encountered in military service which are given minimum attention in standard courses of civilian nursing.

PART VII

MILITARY NEUROPSYCHIATRY

10 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Introduction to Military Neuropsychiatry ANNEX NO. 17	(2)	To orient students as to the psychiatric viewpoint as pertains to the military situation. To familiarize students with basic principles of psychiatric thought and treatment requirements.
Psychology of Neuropsychiatric Nursing ANNEX NO. 18	(5)	To acquaint students with basic nursing procedures in neuro-psychiatry. Special features in the application of these principles to the military with especial emphasis on cases occurring in combat.
Dynamic Factors in Military Neuropsychiatry ANNEX NO. 19	(3)	Explanation of factors important in etiology of neuropsychiatric diseases especially as emphasized in the military situation. Special stresses of military life. Morale factors including leadership, personnel counseling, and recreational diversions.

## PART VIII

### PHYSICAL MEDICINE

7 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Physical Medicine in the Army ANNEX NO. 20	(7)	Organization of the Physical Medicine Service of a hospital including purposes, objectives and procedures emphasizing coordination and cooperation between the sections of the service. To acquaint the students further with the objectives of each section, namely, Physical Therapy, Occupational Therapy, and Physical Reconditioning; uses of prescriptions for each section, types of activities offered for each section with specific cases considered.

## PART IX

### PREVENTIVE MEDICINE

50 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Introduction to Preventive Medicine ANNEX NO. 21	(1)	The principles of preventive medicine and their application to Army methods.
Respiratory Disease Control ANNEX NO. 22	(4)	The study of respiratory diseases, their mode of spread, the world endemic areas and control problems of quarantine, immunization and prevention.
Immunizations ANNEX NO. 23	(3)	Discussions of immunizations, and the specific materials and methods used by the armed forces.

PART IX (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Vital Statistics ANNEX NO. 24	(1)	To provide an appreciation and a working knowledge of statistics, especially those encountered in the service and in professional work.
Gastro-Intestinal Diseases and Sanitary Devices ANNEX NO. 25	(11)	Discussion of the incidence of intestinal diseases, and problems of control as encountered by the Army. Field sanitation methods as used by the Army.
Food Service ANNEX NO. 26	(5)	The theory and practice of modern food service, the procurement, storage and preparation of food. Problems of patients requiring special diets and special service.
Insect and Rodent-Borne Diseases ANNEX NO. 27	(6)	Relation of arthropods to disease, the mode of spread; habits of the vectors; reservoirs and control methods.
Public Health and Preventive Medicine ANNEX NO. 28	(3)	The application of the principles of preventive medicine through public health agencies, civilian and military.
Venereal Diseases ANNEX NO. 29	(2)	The current principles of venereal disease control, and the interpolation of the Army program into the national and international prevention program.
Environmental Physiology ANNEX NO. 30	(5)	Physiological features of Army operations in the Arctic, tropic and temperate zones, and in the air. Discussion of standards of heating, lighting, and ventilation.
Physical Standards ANNEX NO. 31	(2)	Discussion of the requirements and purposes of annual, routine, and special physical examinations and the records kept.

## PART IX (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Safety Program ANNEX NO. 32	(2)	The individual's responsibility for enforcement of safety precautions and discussion of components of safety programs.
Principles of Employment of Isolation in Communicable Diseases ANNEX NO. 33	(2)	Discussion of importance of isolation measures in treatment of communicable diseases.
Nuclear Physics ANNEX NO. 34	(1)	Discussion of the method of breakdown of the atomic nucleus and dangerous by-products formed.
Examination ANNEX NO. None	(2)	Problems of preventive medicine given as an examination, with subsequent discussion of the examination.

## PART X

### TACTICS AND TECHNIQUES

31 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Map Reading ANNEX NO. 35	(11)	Military maps; use of marginal information, recognition of terrain features by conventional signs; location of points by grid and other coordinates; map scales and measurement of distance; direction, azimuth and declination; military symbols and their use; the contour system of elevation and interpretation of ground form; the compass, its use in the field with and without maps; aerial photos and survey maps; foreign maps; emphasis on the British grid system.

PART X (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Organization and Employment of Medical Department Units ANNEX NO. 36	(17)	Organization of the Medical Department, including: organization of the Office of The Surgeon General, the various Corps of the Medical Department, with special emphasis on the Army Nurse Corps; the evolution of the Medical Department, its place in military and medical history; the organization and employment of the medical units of the Infantry Division, principles of evacuation of sick and wounded; organization and employment of the medical units of a Field Army and Communications Zone.
Miscellaneous ANNEX NO. 37	(3)	Instruction in the purpose and technique of Medical Intelligence to include the status of medical research in occupied countries, diseases peculiar to an area and methods of controlling these diseases; personal health in snow and extreme cold regions, and military characteristics of atomic warfare as it affects the medical service.

PART XI

TRAINING  
98 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Military Discipline ANNEX NO. 38	(8)	Explanation and demonstration of the correct wearing of the uniform and insignia. The origin of military courtesies; how, when and by whom rendered, indoors and outdoors. Customs of the service, their application, and social amenities of the service are included.

PART XI (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Drills and Ceremonies ANNEX NO. 39	(12)	Demonstration and practical application of dismounted drill. Includes positions, facings, steps and marchings; squad, platoon, and company drills are studied. Inspections, retreat ceremonies and regimental parades and reviews are applied, and conducted with maximum student participation.
Training Problems ANNEX NO. 40	(3)	Analyses of training problems and the management of training. Study of tables of organization and equipment. Formulating and applying programs for enlisted personnel. Preparation of training directives, master schedules and weekly schedules. Errors of scheduling and how to avoid them.
Physical Conditioning ANNEX NO. 41	(40)	Knowledge of physical conditioning program, including setting-up exercises, mass games and group games, road marches and care of the feet.
Training Demonstrations ANNEX NO. 42	(3)	Explanation and demonstration to provide a working knowledge of interior guard, unit inspection. Demonstration of tentage commonly employed by Medical Department units.
Defense Against Chemical Warfare ANNEX NO. 43	(5)	Demonstration and application of the parts, functions and care of the gas masks; gas mask drill; use of the gas chamber; demonstration of protective clothing.
Techniques and Methods of Instruction ANNEX NO. 44	(17)	Military training, mechanism of instruction, instructional aids, visual aids, technique of presentation, expediting learning and practical problems in teaching.

PART XI (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Indoctrination to Other Female Components ANNEX NO. None	(1)	Conference covering the back- ground and regulations concerning female components of the Armed Forces.
Examination ANNEX NO. None	(1)	Examination covering the major points of discussion contained in the hours of instruction given by the Department of Training.
Troop Information Program ANNEX NO. 45	(8)	One (1) hour of Troop Information will be given each week in accordance with WD Circular 360, 1944; as amended by Section X, WD Circular 367, 1944, and Section I, WD Circular 193, 1945.

PART XII

DIETETICS - SUBSTITUTE HOURS  
46 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Organization of the Hospital Food Service ANNEX NO. 46	(46)	Organization of Hospital Food Service; selection, assignment, duty hours, uniform job descriptions, job analyses, and work schedules for mess per- sonnel; selection, ordering, inspection, and acceptance of food supplies, including stock record forms, quartermaster purchases, commercial purchases, and requests for bids; menu planning; quantity food prop- aration, to include standardized cooking procedures in mess and ward diet kitchens; maintenance of high standards of food serv- ice in wards and dining halls; control of food waste; operation

PART XII (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
		of hospital central butcher and pastry shops; proper use, care, and maintenance of mess equipment; standards of cleanliness and sanitation in hospital messes; development of full range continuous training program for personnel; proper utilization of operating personnel by reason of training and experience; laboratory demonstration in the hospital messes and ward diet kitchens to provide practical application of the material covered.

PART XIII

PHYSICAL THERAPY - SUBSTITUTE HOURS  
41 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Administration of Physical Therapy ANNEX NO. 47	(6)	Administrative procedures, the operation of a Physical Therapy Section, Tables of Organization and Equipment, and routine procedures will be thoroughly discussed.
Professional Procedures in Physical Therapy ANNEX NO. 48	(35)	Presentation and discussion of physical therapy procedures employed in military hospitals which will be supplemented by round table discussion review of current literature related thereto, and clinical observation when available.

## PART XIV

## OCCUPATIONAL THERAPY - SUBSTITUTE HOURS

41 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Administration of Occupational Therapy ANNEX NO. 49	(5)	To acquaint the student with the scope of occupational therapy in Army hospitals; the mechanics of organization and administration of a department; the essential differences in administration of occupational therapy sections in general and station hospitals; the standard facilities of a department, including equipment and supplies and method of requisitioning standard and non-standard items; difference in classification and use of expendable and non-expendable items. Duties and responsibilities of an occupational therapist; method of prescription and referral and use of clinics, conferences and ward rounds; record and report forms; interpretation of circulars and directives pertinent to occupational therapy and occupational therapists; content of training courses for enlisted personnel; Tables of Organization; Tables of Equipment; the relationship of occupational therapy to the other two agents of physical medicine and to convalescent services.
Professional Procedures in Occupational Therapy ANNEX NO. 50	(36)	<u>FUNCTIONAL:</u> Delineation of the types of physical disabilities usually referred for treatment in an Army hospital including fractures, dislocations, burns, tendon lacerations, peripheral nerve injuries, arthritis, thoracic and cardiac disorders and blindness; interpretation of the application of active exercise for soldier patients through the medium of

PART XIV (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
		arts and crafts, including a review of specific craft analysis; methods of adapting equipment and materials. The following allotment of time is suggested:
		<u>SPECIAL OCCUPATIONAL THERAPY PROGRAMS - AMPUTEE, PARAPLEGIC, APHASIC.</u>
		<u>Amputee</u> - Instruction in the importance of early referral in the pre-prosthetic stage; aims of treatment in this stage, including conditioning patient to his disability and developing skill of remaining members; instruction in mechanics of operation of prosthesis; training in the use of the prosthesis when fitted through practice in daily activities; emphasis on use of bilateral activities to teach relationship of prosthesis to normal hand; teaching writing with prosthesis if dominant hand lost and site of amputation permits; training around permanent disability if indicated, as in case of disarticulation; methods of measuring and recording proficiency through use of prosthetic achievement test; distinction between use of hand for cosmetic purposes and the hook for function.
		<u>Paraplegic</u> - To orient the student to the importance of an activity program for motivation of the paraplegic; to stress the value of the sense of independence and the restoration of self-confidence that results from achievement; emphasizing the needs of individualized treatment; to show

PART XIV (Cont'd).

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
		the possibility of the development of hobby interests and the exploration of vocational possibilities; to review methods of adapting equipment and materials as indicated; choice of activities suitable for the bedridden paraplegic; to give an understanding of the relationship of occupational therapy to all other branches of the Medical Department in the care and treatment of the paraplegic patient.
		Aphasic - To familiarize the student with the problem of emotional adjustment of the aphasic and the importance of individualized treatment; to provide a basic knowledge of the battery of tests given by the clinical psychologist, and their use by the occupational therapist in determining treatment procedures; the differentiation between speech training per se, and language functions and orientation; the readjustment and resocialization value of group activity in addition to individual treatment period; the treatment indicated for concurrent physical disabilities such as hemiplegia; the correlation of the occupational therapy program with other professional services.
		<u>NEUROPSYCHIATRIC:</u> Introduction to the types of mental disorders referred for occupational therapy, including differentiation of psychiatric and psychoneurotic patients; application of activity according to diagnosis; closed and

PART XIV (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
-----------------------------	-------	-------

open ward activities and programs; importance of immediate treatment to combat exaggeration of symptoms and concept of illness; possibilities for the use of industrial therapy in Army hospitals.

DIVERSIONAL:

To cultivate in the student an appreciation for the value of diversional or non-specific therapy and where its emphasis should be placed in Army hospitals both as an introduction to occupational therapy and an activity for ambulant patients, with particular reference to the unusual length of hospitalization of Army personnel; place of all related craft activity such as Special Services; to outline the development of ward programs for bed patients and where emphasis should be placed; to explain the organization of the Red Cross Arts and Skills Corps and Gray Lady Corps, emphasizing most advantageous methods of use in the occupational therapy program.

## ANNEX NO. 1

PERSONNEL ADMINISTRATION  
(13 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Organization of the Army for Adminis- tration	1	To instruct the students in the gen- eral plan of organization of units and inform them as to where administration is performed.  To acquaint the students with the ad- ministrative channels up to the De- partment of the Army level.	C	AR's 170-10, 210-10, 235-5, 240- 5, 245-5, 600-20; Current DA Circulars; Army Talk No. 152, Dec 46.
Principles of Per- sonnel Management	1	Instruction in the princi- ples of per- sonnel manage- ment: (1) Have the right man in the right place by means of proper selec- tion and assignment. (2) Increase his availability for work by controlling his absence from the job and looking after his wel- fare. (3) Stimulate his will to work by creating proper incentive. (4) Increase	C	None

## ANNEX NO. 1 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		his ability to produce by proper training. (5) Utilize him fully in essential tasks.		
Use of Department of the Army Publications	1	The authority and use of Department of the Army publications in general; definition and use of various types of regulations, circulars, bulletins, pamphlets, memos, randa, manuals, tables and orders.	C	AR's 1-5, 1-10, 1-15, 310-10, 310-15, 310-20, 310-50, 310-60, 310-200; FM 21-6.
Line of Duty Determination	1	A discussion of the meaning of "Line of Duty," permissible entries to indicate line of duty, factors influencing the selection of each and the effect each entry has on the individual.	C	AR's 35-1440, 40-1025, 345-415; AW 107; MCM; Digest of Opinions, Judge Advocate General.
The Duty Roster and the Daily Sick Report	1	A discussion of the purpose and maintenance of a duty roster and its importance in unit morale. A discussion of the Daily Sick Report to include its purpose, how the various entries are made, and disposition of completed reports.	C	AR's 345-25, 345-415.

## ANNEX NO. 1 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Morning Reports	1	A general discussion of Morning Reports to include their purpose, organizations submitting Morning Reports, period covered, use of various sections and disposition of all copies of morning reports.	C	AR's 345-60, 345-400.
Channels of Military Correspondence and the Mechanics of Letter Writing	1	A discussion of military letters to include form of letter, heading, body and close, command lines, inclosures, indorsements, preparation of letters for submission through channels.	C	AR's 340-10, 340-15; TM's 12-250, 12-252.
Organization of a Personnel Office	1	Outline a typical organization of a unit personnel office, enumerate the various sections and describe the functions of each.	C	AR 345-5; TM's 12-250, 12-252.
Pay and Allowances of Officers	1	Discuss the pay and allowances of officers, to include rates of pay, allowances, taxable items of	C	AR's 35-1320, 35-1340, 35-1420, 35-1440, 35-1480, 35-1490, 35-1540.

## ANNEX NO. 1 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		pay, retired pay and loss of pay through disciplinary action and because of hospitaliza- tion, "L.D. No. AR 35- 1440." Describe the preparation of pay vouchers and the responsi- bility for their pre- paration.		35-1620, 35- 1640, 35-1680, 35-1740; TM's 14-501, 14-503.
Efficiency Reports	1	Discuss the need for and the purpose of efficiency reports; de- scribe the report form and cite ex- amples of typical en- tries, show the relation of efficiency reports to the future career plan- ning for an individual.	C	AR 600-185.
Adminis- trative Procedures in Case of Death	1	A discussion of the ad- ministrative procedures involved in the case of death of military per- sonnel to in- clude the re- sponsibilities.	C	AR 600-550; TM 12-240.

## ANNEX NO. 1 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		of the hospital commander; commanding officer; post, camp or station and the unit commander.		
Examination	1	A comprehensive written examination covering all previous instruction in personnel administration.	E	All previous references.
Personnel Administra- tive Pro- blems of Officer	1	A general discussion dealing with personal problems of officers to include: travel, travel time and pay, temporary duty allowances, accrual of leave, leaves of absence and delays, types of leave, computation and restrictions on granting leave. Travel of dependents and shipment of household goods at government expense. Describe the purpose and maintenance of individual leave records and personal 201 files.	C	AR's 35-4820, 35-4880, 35-5520, 55-120, 55-125, 55-160, 600-115, 605-120, 605-180; TM's 14-501, 14-503.

## ANNEX NO. 2

RECORDS OF MORBIDITY AND MORTALITY  
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Medical Records in Hospitals, Zone of Interior	1	Types, pur- poses, pre- paration, and disposi- tion of in- dividual med- ical records used in hos- pitals in the Zone of In- terior.	C	AR's 40-590, 40-1025; TM 8-262.
Medical Records in the Theater of Opera- tions	1	Types, pur- poses, pre- paration, and disposition of individual medical re- cords used in mobile and fixed instal- lations in the Theater of Operations.	C	FM 8-5; AR 40-1025.

## ANNEX NO. 3

ADMINISTRATIVE SUPPLY PROCEDURES AND RECORDS  
(13 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Supply	1	Give a general outline of medical supply procurement and agencies beginning at the post, camp and station level and continuing through the Director of Service, Supply and Procurement in the General Staff Corps; also covering Technical Services, Depots, Directors of Supply at Post, Camp and Stations, and Post Supply Officers.	C	AR 35-6520; TM's 38-220, 38-403, 38-205; WD Cir's 133, 138, 333,(1946) as amended.
Supply Procedures and Records	1	A thorough indoctrination of officers in responsibilities of maintenance of property records used in hospitals; hospital supply, and responsibilities which are attached to all personnel as to proper use and safe-keeping of government property. Necessity for frequent and accurate inventories.	C	AR's 35-6520, 35-6620; TM's 38- 205, 38-220, 38-403; WD Cir's 106, 133, (1946).

## ANNEX NO. 3. (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Requisition of Property	1	Cover all methods of requisitioning property, to include property issue slip (WD AGO Form 446), Requisition by Medical Supply Officer (WD AGO Form 445), verbal requisitions, and automatic issue to newly activated hospitals, for both expendable and non-expendable property. Procedure for procuring supplies and equipment forward use	C	AR's 35-6520, 35-6620; TM's 38-205, 38-220, 38-403; WD Cir's 106, 133, (1946).
The Post Medical Supply Officer	2	Familiarize the class with duties and functions of the Medical Supply Officer: office and warehouse organization. Stock record account maintained by accountable officers, stock control procedure, methods involved in arriving at station stock levels. Relationship of the Medical Supply Officer to other supply agencies of the Post.	C,F	AR's 35-6560, 35-6580, 35-6680, 705-5; TM's 38-220, 38-403; FS's 38-8, 38-9.

## ANNEX NO. 3 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Army-Navy Catalog of Medical Materiel	2	Acquaint stu- dents with the classification of medical sup- plies and use of the Army- Navy Catalog of Medical Materiel. Stress de- teriorating; damageable, expendable items, and narcotics. Practical exercise on the use of the Army- Navy Catalog of Medical Materiel.	C,PE	Army-Navy Catalog of Medical Materiel; AR's 35-6520, 35-6620.
Examination	1	Written ob- jective type examination on material covered in previous hours.	E	All previous references.
Disposition of Govern- ment Pro- perty	1	Cover the methods of disposition of government property, namely: (1) Certificate of Fair Wear and Tear; (2) Quarterly Droppage Cer- tificate; (3) Statement of Charges, and Report of Survey. Discuss the	C	TM's 14-904, 38-403; AR's 35-6520, 35- 6580, 35- 6680.

## ANNEX NO. 3 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		preparation and use of the Certi- ficate of Fair Wear and Tear.		
Hospital Linen ..... Service	1	Organization of Hospital Linen Of- ficers' De- partment in relation to the Medical Supply Offi- cer and hos- pital wards and clinics. Tables of Allowance for wards. Linen control and security. Linen exchange and schedules. Patients' clothing, model stocks, records, methods of issue and re- lationship to detachment of patients.	C	TM 38-403; WD Cir 16, (1946) as amended.
Field Trip to Post Medical Supply	2	Class to be taken on a tour of Post Medical Supply to observe actual opera- tion of pro- cedure as given in prior hours.	PE	None
Final Ex- amination	1	Written exam- ination on all material cov- ered in prior hours.	E	All previous references.

WARD MANAGEMENT AND ADMINISTRATION  
(24 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Historical Development of Military Hospitals	1	The evolution and development of military hospitals, Army nurse leaders.	L	History of the Medical Department, Ashburn.
Administrative and Professional Organization of Army Hospitals	2	Army hospital organization in administrative and professional services. Functions of administrative and professional services and their relation to each other.	L	TM's 8-260, 8-262.
Army Hospital Ward	1	Average size, usual equipment, type of personnel used in nursing service; line of authority in a ward situation.	L	TM 8-220, pp 185-187.
Ward Routine	2	Personal care, serving of trays, medications and treatments, contact with allied departments.	L	TM's 8-220, 8-262, Chap IV; pp 194-196.

## ANNEX NO. 4 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Medical Records	4	Narcotic Register; Narcotic Check List; Admission, Discharge, and Transfer Procedures; Reports of Seriously Ill.	L,D	New Manual.
Duties of the Head Nurse	2	Maintaining records, including 24-hour report, ward assignment sheets, medicine cards, medicine and treatment roster, on-the job train- ing of auxiliary workers.	L,D	New Manual; The Head Nurse as an Executive, Trained Nurse and Hospital Review, March, 1935.
Adminis- trative Procedures in the Care of Patients	2	Passes, sick leaves, furloughs, care of the dead, patients' funds and valuables, clothing and baggage.	L	TM 8-260, Sec IX, Chap XIII.
Adminis- trative Procedures in the Discipline of Patients, Civilian Help and Duty Per- sonnel	1	Arrests, relationship to subordinate, absent without leave proce- dures.	L	AR's 600-10, 600-355.
Ward Inspection	1	Cleanliness and maintenance of order; daily and weekly in- spections.	C,L	TM 8-220, p 187.

## ANNEX NO. 4 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFEREN CRS
Field Trip	7	An inspection of Brooke General Hospital, to include ten model wards with standardized equipment; Demonstration on various wards, of new equipment, to include respirator, oscillating bed, oxygen tent (new type), intravenous flasks (new type). Demonstration of new methods and procedures accord- ing to new proce- dure manual. Trip to Central Supply, followed by confer- ence to include advantages of Central Supply System in Army hospitals, ordering and procuring supplies.	C,D	None
Discussion of Field Trip	1	An open discussion of the information gained in the field trip.	C	None

## ANNEX NO. 5

MILITARY JUSTICE  
(11 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Military Jurisdiction, The Manual for Courts-Martial.	1	Source and agencies of military jurisdiction; difference between military government, martial law and military law; explanation and use of the LCM.	C	MCM, pars 1,2, 7-11; TM 27- 255, Chap 1.
Articles of War	3	TF Articles of War.	F	TF 11-235, Articles of War.
Disciplinary Powers of the Commanding Officer. Classes, Composition and Jurisdiction of Courts-Martial	1	Disciplinary power of the Commanding Officer under AW 104; offenses, punishments, and procedure; General, Special, and Summary Courts-Martial; appointing authorities, composition, jurisdiction as to persons, offenses, and punishments.	C	MCM pars 3-6 12-17, 102-109; TM 27-255, Chaps 2,3, 8,9
Procedure Prior to Trial by Courts-Martial	1	Arrest and confinement; preferring, forwarding and action upon charges; preparation by Trial Judge Advocate and Defense Counsel.	C	MCM, pars 18- 35, 41-45; TM 27-255, Chaps 4-7, 10, 11.

## ANNEX NO. 5 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Procedure During Trial by Courts- Martial	1	Preliminary matters, challenges, arraignment, pleas, presenta- tion of case, rights of accused, voting by courts.	C	MCM, pars 36- 40, 46-77; TM 27-255, Chaps 12-15
Rules of Evidence	1	Discussion of the rules of evidence and practical ex- ercise in the application of these rules to typical cases.	C, PE	MCM, Chaps XXV, XXVI; TM 27- 255, Chap 14
Procedure After Trial by Courts- Martial	1	Authorized findings and sentences; preparation of record pro- ceedings; action by reviewing and confirming authorities; rehabilitation of prisoners.	C	MCM, pars 78- 94, 102-104; TM 27-255, Chaps 15-19
Administra- tion of Mili- tary Justice and Courts- Martial	1	TF, "Administration F of Military Jus- tice and Courts- Martial."	F	TF 15-992 "Administration of Military Justice and Courts-Martial."
Boards of Officers	1	Function, types, appointing authorities, composition, procedure, findings, recommendations, record of proceedings,	C	AR's 40-590, 345-415, 420- 5, 600-500, 600-550, 605- 230, 605-250, 615-361, 615- 368, 615-369.

<u>SUBJECT AND FILE NUMBER</u>	<u>HOURS</u>	<u>SCOPE OF INSTRUCTION</u>	<u>TYPE OF INSTRUCTION</u>	<u>REFERENCES</u>
		action by appointing authority.		
Military Aid to Civil Authorities.	1	Orientation in procuring and applying military aid to civil authorities, and in the organization and function of military government and civil affairs detachments.	C	AR's 500-50, 500-60; FM's 19-15, 27-5, 27-10; TM's 27-250, 27- 251
Military Government and Civil Affairs				
Examination and Critique: Military Justice	1	Written examini- nation follow- ed by critique covering all material presented in this subject.	E,C	All previous references

## ANNEX NO. 6

DISPOSITION BOARDS  
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Disposition Boards, to Includo Retiring and Disability Boards	1	Discussion of operation, composition, and procedure of disposition boards.	C	AR 40-590

## ANNEX NO. 7

SAFEGUARDING MILITARY INFORMATION  
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Safeguarding Military Information and Military Censorship	2	To familiarize students with the responsi- bilities of handling classified documents. Discussion of basic censor- ship rules.	C	AR's 380-5, 380-10; FM's 30-25,30-28

**ACCOUNTING, GENERAL AND APPLIED**  
**(4 Hours)**

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Meaning and Purpose of Accounting	1	Introduction to property and business opera- tions in commer- cial and non- commercial en- terprises.	PE	EM's 700, Chap 1; 767, Chap 1.
The Balance Sheet	1	The purpose, form, and def- inition of bal- ance sheet.  Classification of assets and liabilities.  Order and prep- aration of the balance sheet.  Interpretation of the balance sheet.	PE	EM's 700, Chap 7, 767, Chap 2.
The Ledger and Account- ing State- ments	1	Recording trans- actions, con- struction of accounts, theory of debit and credit.	PE	EM's 702, Chap 1; 767, Chap 4.
Accounting Procedures for Hospital Fund and Nurses' Funds	1	Comparison of standard book- keeping prin- ciples as ap- plied to hos- pital funds and nursing accounting.	PE	EM 767, Chap 15; TM 8-262.

## ANNEX NO. 9

MORALE AND CHARACTER BUILDING  
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Morale and Character Building	1	To acquaint stu- dents with the importance of the venereal dis- ease program, stressing the building of the morale of the individual by emphasizing self- discipline in con- formity with the teachings of home and church.	L	SGO Cir 19, 1947; Sched- uled out- line of lec- tures from Office Chief of Chaplains, Washington, D.C.

DENTAL SERVICE IN THE ARMY  
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Dental Service in the Army	1	To familiarize the class with the organization, function, and mission of the Dental Corps and the role of the Dental Service within the Medical Department.	L	AR's 40-5, pars 1,3; 40-15; 40-510; FM 8-5, Chap's 2,4,9,11-13,17.

## ANNEX NO. 11

ORGANIZATION AND EMPLOYMENT OF THE COMBINED ARMS AND SERVICES  
(5 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Organization of the Department of the Army	1	Organization of the Department of the Army, organization of commands of the next lower echelon, organization of the field forces down to Corps inclusive, and territorial organization.	C	FM 100-5, pars 1-7, 12-69.
Organization of the Department of the Air Force	1	Organization of the Department of the Air Force, organization of commands of the next lower echelon and the relationship of the Air Force to the Army and the Navy.	C	None
Organization of the Infantry Division	1	Organization and role of the division to include a comparison with the organization and role of the Armored and the Airborne Division.	C	None
Principles of Staff Organization	1	The composition and purpose of staffs, staff teamwork and staff procedure, emphasizing the difference between the general and special staff.	C	FM 101-5, pars 1-39.

## ANNEX NO. 11 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Basic Principles of Camouflage	1	Camouflage - a counter intelligence measure; duties of commander, staff and engineers; concealment; choice of position, camouflage discipline and construction; hiding and blending; deception; influence of geography and climate.	C	FM 5-20, Chaps 1-6.

## ANNEX NO. 12

TROOP MOVEMENT  
(4 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Movement by Rail, Water, and Air	1	Movement of individual troops and units by rail and water. Traffic control and traffic regulations pertaining to Medical Department units. Hospital trains.	C	AR's 55-130, 55-145; FM's 25-10, 55-6, 71-210, Par 36; WD Cir 81, (1946); WD Memo 55-130-2; WD Pam. 29-10.
Loading of Personnel and Equipment	1	Principles of loading and unloading personnel and equipment for a movement by rail, and principles of loading and unloading of personnel and equipment for a movement by water.	C,D,PE	FM's 101-10, Chap 2; Sec II, III; 25-10, Chap 8; AR 55-155, Sec III.
Movement by Motor	1	Details of organizing the unit for the march; the preparation for, conduct of, technique of, and duties of the unit commander and his staff prior to, during, and after a motor march. Types of motor marches.	C,PE	FM's 25-10, Chap's 3,4,7; 100-5, pars 336-403; 100-10, Chap 9; 101-10, Chap 2; AR 850-15.
FOR	1	Principles of movement of individuals to overseas replacement depots and ports.	C	WD Pam. 29-2; TE 21; WD Cir 357, (1946).

TRANSPORTATION OF THE SICK AND WOUNDED  
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Methods of Transporting Sick and Wounded	1	The common meth- ods and means of transporting pa- tients by motor, rail, sea and air. Demonstra- tion showing com- mon methods of transporting cas- ualties, includ- ing methods of converting mili- tary vehicles into patient carriers..	D	FM's 8-5,8-10, 8-35.

## ANNEX NO. 14

SUPPLY IN A THEATER OF OPERATIONS  
(3 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
General Supply in a Theater of Operations	1	A general discussion of the territorial subdivision of a Theater of Operations, including classification and functions of supply installations found in these territorial subdivisions, and an explanation of the five classes of supply.	C	FM 100-10, pp 1-8, 38-41, 43, 50-55, 58-64, 85-92, 97-103, 145, 155, 171.
Medical Supply Organization of the Theater	1	The medical supply organization of the communications zone and combat zone; duties and responsibilities regarding medical supply at various levels; procedures and methods in communications and combat zone hospitals.	C	AR's 40-590, 40-1705; FM's 8-5, 8-10, 100-10.
Accountability and Responsibility	1	Accountability and responsibility in the Theater; responsibility of ward surgeon and nurses with respect to property; procedures in supplying wards, and special problems involved.	C	AR's 35-6520, 40-590, 40-1705; FM 8-10.

## ANNEX NO. 15

MILITARY SURGERY  
(8 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Shock -- Physiology and Pathology	1	General discussion of the altered body processes in shock.	C	"Principles of Surgical Care," Blalock, pp 91-143.
Shock -- Prevention and Treatment	1	General discussion of the prevention and treatment of shock with particular emphasis on the use of blood and blood substitutes.	C	"Principles of Surgical Care," Blalock, pp 144-161.
Burns -- Physiology and Pathology	1	General discussion of the physiology and pathology of burns with a discussion of burns caused by atomic bombs.	C	"Principles of Surgical Care," Blalock, pp 114-123; Medical Sequelae of the Atom Bomb Explosion JAMA, 134:14, 2 Aug 47, p 1143.
Burns -- Treatment	1	Discussion of the immediate and late treatment of burns.	C	TB MED 151.
War Wounds -- Extremity Wounds	1	Discussion of the various types of extremity wounds and their management.	C	TB MED 147.
War Wounds -- Thoracic and Abdominal	1	Discussion of various types of abdominal and thoracic wounds and their management.	C	TB MED 147.

## ANNEX NO. 15 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
War Wounds -- Head and Spinal Cord	1	General discussion of the management of the commoner wounds of the head and spinal cord.	C	TB MED 147.
War Wounds -- Amputations, Splints and Appliances	1	General discussion of amputations; dis- cussions of the uses of the various types of splints.	C	TB MED 147.

## ANNEX NO. 16

MILITARY MEDICINE  
(11 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Dermatology - Principles of Treatment	1	Discussion of the general principles of treatment of skin diseases.	C	Manual of Dermatology, Chap V.
Dermatology - Tropical Skin Diseases	1	Discussion of tropical skin diseases not ordinarily encountered in civilian practice.	C	"Diseases of the Skin," Sutton & Sutton, pp 1033, 1215, 1273, 1291, 1106.
Treatment of Gas Casualties - Vesicants	1	Discussion of the management of gas casualties from the vesicants.	C	TM 8-285, Sec III, Appendices II, IV; "Gas Warfare," Waitt, pp 260-265.
Treatment of Gas Casualties - Lung Irritants, Atomic Radiation, and Miscellaneous Agents	1	Discussion of the management of gas casualties due to lung irritants and miscellaneous agents. Discussion of injuries produced by radiation.	C	Sequelae of Atomic Bomb Explosion, JAMA, 134:14, p 1143, 2 Aug 47; TM 8-285, Sec's II, IV, V, IX; Waitt, "Gas Warfare," pp 255-260, 265-274.
Medical Aspects of Atomic Warfare	2	Discussion of the effects on personnel of air burst and water burst types of atomic bomb explosions. Nursing problems of casualties and treatment of wounds incurred in atomic explosions. Brief consideration of research work and therapeutic value of radioactive isotopes.	C	None

## ANNEX NO. 16 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Aviation Medicine - Field Trip	4	Tour of School of Aviation Medicine, Randolph Field, Texas.	D	None
Examination	1	Questions on material that has been covered.	E	All previous references in Medicine and Surgery.

## ANNEX NO. 17

INTRODUCTION TO MILITARY NEUROPSYCHIATRY  
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introductory Concepts	1	To define psychia- try, psychology, and neuropsychiatry and present scope of each. Descrip- tion of reaction types and person- ality categories commonly en- countered in psy- chiatric practice. Introduce concept of "personality" in a dynamic set- ting by showing historical evolu- tion of its de- rivation.	L	Hart, Psy- chology of Insanity; TB MED 203.
Neuro- Psychiatry in the Army Setting	1	Miscellaneous Film 1241, "Let There be Light." To present a graphic portrayal of neuropsychia- try at work in a large specialized Army installation. Illustration of practical appli- cation of princi- ples learned in previous lecture.	F	MF 1241.

## ANNEX NO. 18

PSYCHOLOGY OF NEUROPSYCHIATRIC NURSING  
(5 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Basic Principles of Psychiatric Nursing	1	To point out the basic philosophies and fundamental principles inherent in good psychiatric nursing. Attitudes and interpersonal factors of neuro-psychiatric patients and nurses.	L	: None.
Practice of Psychiatric Nursing	3	Show TF 8-2090, "Ward Care of the Psychotic Patient"; TF 8-2070, "Reconditioning Convalescents for Return to Duty"; FB 184, "Psychiatric Procedures in the Combat Areas."	F	TF's 2-2070, 8-2090; FB 184.
Nurse-Corpsman Relationship	1	To instill in the nurse the importance of team work.	L	None.

## ANNEX NO. 19

DYNAMIC FACTORS IN MILITARY NEUROPSYCHIATRY  
(3 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Special Stresses of Combat	1	Emphasis on dynam- ic concept of per- sonality. Essen- tial features of disease of per- sonality. Pre- disposing and pre- cipitating causes. Features of mili- tary life that can become predispos- ing causes for mental illness. Combat stresses as predisposing and precipitating causes.	L	TB MED 12.
Personality Stresses in Operation	2	Show TF 8-1402, "Introduction to Combat Fatigue"; LF 1157, "Field Psychiatry for the General Medical Officer."	F	TF 8-1402; MF 1167.

## ANNEX NO. 20

PHYSICAL MEDICINE IN THE ARMY  
(7 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Physical Medicine	1	Organization of the physical medicine service of a hospital including purposes, objectives, and procedures, emphasizing coordination and cooperation between the sections of the service and relationship to convalescent service.	L	WD Cir 349, 1946; WD Memo 40-590-6, 17 Dec 1946.
Physical Therapy	1	To acquaint students with the physical therapy section of physical medicine and modalities used, followed by showing MF 1288, "Introduction to Therapeutic Exercises."	L,F	TM 8-293; MF 1288.
Physical Therapy	1	Tour of Physical Therapy Section of Brooke General Hospital to acquaint students with modalities used in physical therapy.	P,E	None.
Occupational Therapy	1	To present objectives of the occupational therapy section covering theory and program of treatment and the use of prescription for patients in corrective occupational therapy followed by showing of MF 1129, "Library of the Sergeant."	L,F	TB MED 84, 1944; TM 8-291; MF 1129.

## ANNEX NO. 20 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Occupational Therapy	1	Tour of Occupational Therapy Section, Brooke General Hospital, to acquaint students with modalities used in occupational therapy.	PE	None.
Physical Reconditioning	1	An understanding of the objectives of the physical reconditioning section and the types of activities. Conditioning exercises for bed patients, ambulatory patients, and use of resistive exercises.	L, D	TB MED 137, 1945; TM 8-292.
Physical Reconditioning	1	Tour of Physical Reconditioning Section of Physical Medicine Service, Brooke General Hospital.	PE	None.

## ANNEX NO. 21

INTRODUCTION TO PREVENTIVE MEDICINE  
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction	1	The principles of preventive medicine and their applica- tion to Army methods.	L	FM 21-10, Chap. 1.

## ANNEX NO. 22

RESPIRATORY DISEASE CONTROL  
(4 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Droplet Infection and Barracks Sanitation	1	The control principles that are currently used in airborne and droplet spread infections, and factors yet to be investigated.	C	TB MED 47; Dept Ab- stracts 1.07, 1.12.
Respiratory Disease Control	1	The application of epidemiological considerations to the control and prevention of respiratory diseases.	C	The Control of Communicable Diseases, Amer. Public Health Asn., 7th Edition, 1946.
Streptococcus Infections and Meningitis	1	The etiological agents, epidemiology and control of rheumatic fever, streptococcus sore throat and meningitis.	C	TB MED 47.
Common Cold and Influenza	1	The methods of spread, epidemiological considerations and specific control measures for the common cold and influenza.	C	TB MED's 47, 85.

## ANNEX NO. 23

## IMMUNIZATIONS

(3 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Smallpox Vaccination	1	To discuss and illustrate smallpox vaccination as adminis- tered to all personnel in the armed forces.	L,C	TB MED 114; Dept Abstract 1.04a; WD Cir 129, (1946)
Immunizations Against Intestinal Diseases	1	To discuss and illustrate typhoid, paratyphoid, cholera, and dysentery immunizations.	L,C	TB MED 114; Dept Abstract 1.04a; WD Cir 129, (1946)
Other Immunizations	1	The special immunizations: yellow fever, plague, louse- borne typhus, diphtheria, measles, and tetanus.	L,C	TB MED 114; Dept Abstract 1.04a; WD Cir 129, (1946)

## ANNEX NO. 24

VITAL STATISTICS  
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Vital Statistics	1	To provide an appreciation and working knowledge of statistics, especially those encountered in the service and in professional work.	C	Dept Ab- stract 5.18 and Supple- ment.

## ANNEX NO. 25

GASTRO-INTESTINAL DISEASES AND SANITARY DEVICES  
(11 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Epidemiology of Intestinal Diseases	1	Review of the mode of transmission, and etiology of the food and water-borne diseases.	L	Dept Abstract 2.01.
Food Poisoning	1	Discussion of the food poisoning group including bacterial endo and exotoxins, heavy metals, and other poisons.	L	Dept Abstract 2.01.
Mess Sanitation	4	Sanitary procedures in Army messes, and field kitchen sanitary devices.	C, D	FM 21-10, Chap's 4,5.
Water Sources and Procurement	1	The Army water supply, its sources and procurement, and characteristics of safe and unsafe water.	C	FM 21-10, Chap 3; TM 5-295, Chap's 1,2.
Water Purification	1	Field Equipment used in the purification and handling of water.	D	FM 21-10, Chap 3; TM 5-295, Chap's 1,2.
Insects and Enteric Disease	1	The role of the housefly and cockroach in the dissemination of the enteric diseases; biology and control methods.	L, F	FM 21-10, Chap's 6,9; TM 5-632, Chap's 3,12; TF 8-999.

## ANNEX NO. 25 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Helminthic and Amoebic Infection	1	Discussion of the common intestinal para- sites affecting man, and the control methods for the two groups.	C	TB MED's 167, 159; AR 40-210.
Human Waste Disposal	1	Discussion and demonstration of various field devices for the sanitary disposal of human wastes; special problems of waste disposal among patients with infectious diseases.	C, D	FM 21-10, Chap 4.

## ANNEX NO. 26

FOOD SERVICE  
(5 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Food Conservation and Waste Studies	2	The general program of food service conservation and waste control; history of the food service, food storage, stock control, issue and preparation, causes of edible waste and their control.	C	TM 10-405; Conf Bulletin, 3COQMC; WD Cir 50, 1947.
Nutritional Components and Nutritional Deficiency Diseases	2	Food elements, nutrients, vitamins, calories, and food requirements and conditions resulting from inadequate diet.	C	WD Cir 43, 1946; Current Master Menu.
Nurse's Role in Food Service Program	1	Discussion of the supervision of diets, service of food, cleanliness, and suitability of food.	C	None.

**INSECT AND RODENT-BORNE DISEASES**  
**(6 Hours)**

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Medical Entomology	1	Insects as vectors of disease, their biologies, habits, method of transmitting disease, and the control methods applied against them.	L	FM 21-10, Chap's 7-9, 14; TM 5- 632; AR 40-210.
Mosquitoes and Malaria	1	The epidemiology and control of malaria; mosquito breeding places, habits, biologies, and control methods, including individual measures for protection.	L, C	FM 21-10, Chap 7; TB MED 164.
Other Mosquito- Borne Diseases	1	The epidemiology, control and prevention of yellow fever, dengue, filariasis, and Jap "B" Encephalitis.	L, C	FM 21-10, Chap 7; TB MED's 142, 181.
Louse- Borne Diseases	1	The biologies and control of human lice; relation of lice to the transmission of typhus, trench fever, and relapsing fever.	C, F	FM 21-10, Chap 8; TB MED's 194, 218; TF 8-1467.
Mites and Ticks	1	The role played by mites and ticks in transmitting diseases, with emphasis on scrub typhus; biologies and control of arachnids.	C	FM 21-10, Chap 9; TB MED 31.

## ANNEX NO. 27 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Rodents and Rodent-Borne Diseases	1	Rodents as reservoirs of plague, murine typhus, and other diseases; rat habits and classification; rodent control.	C	TM 5-632, Chap 11; FM 21-10, Chap 10; TB MED 124.

## ANNEX NO. 28

PUBLIC HEALTH AND PREVENTIVE MEDICINE  
(3 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	PREFEENCES
Public Health and Preventive Medicine	1	The broader principles and objectives of preventive medicine as applied to military and civilian public health programs.	L	None
Organization of Preventive Medicine Sections in the Army	1	Public health and preventive medicine organization at posts, camps, armies, zone of interior, etc.; desirable features of organization yet to be included.	L,C	Provided by instructor.
Duties of the Preventive Medicine Officer	1	The role of the preventive medicine officer in the control of communicable diseases and preventable diseases and injuries.	C	AF's 40-205, 40-210; TM 12-406, pp 105.

VENEREAL DISEASES  
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION REFERENCES
Civilian and Army Venereal Disease Control (in U.S.)	1	To present the medical, social, moral, and econ- omic problems for venereal disease control, the Army program as integrated with the national program.	L      FM 21-10, Sec V; AF 40-205; TB MED's 16, 48,96,106, 157, 196; SGO Cir 19, (1947)
Special Problems in Venereal Disease Control (Overseas Areas)	1	Special problems in venereal di- sease control of the Army in over- seas areas; nation- alistic methods of control.	C      None

## ANNEX NO. 30

ENVIRONMENTAL PHYSIOLOGY  
(5 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFEENCES
Problems of Physiology in the Desert and Tropics	1	Introduction to environmental physiology with special reference to hot weather problems	L,F	FM 21-10, pars 184- 199; 31- 25; TB MED 175; TF 8- 2057.
Problems of Physiology in the Cold Areas	1	Body cooling and wind chill, frost- bite, and the pre- vention and treat- ment of frostbite.	C,F	FM 21-10; TF's 8- 1391, 8- 1297.
Effects of Altitude	1	The physiological problems resulting from rarified at- mosphere and changes in atmospheric and gravitational pres- sure.	C	To be pro- vided by instructor.
Special Problems of Carbon Monoxide Poisoning	1	Carbon monoxide poisoning as a special problem; effect on physio- logy, prevention, and treatment.	C	To be pro- vided by instructor.
Standards for Heating, Lighting, and Ventila- tion	1	Discussion of stand- ards of heating, lighting, and ven- tilation, and its relative importance in promoting and maintaining desirable health conditions.	C	To be pro- vided by instructor.

## ANNEX NO. 31

PHYSICAL STANDARDS  
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFEENCES
Physical Examinations and Stand- ards	2	Discussion of annual, special, and routine physi- cal examinations and records in- cident thereto.	C	AR 40-100, par 12.

## ANNEX NO. 32

SAFETY PROGRAM  
(2 Hours)

SUBJECT AND FILE NUMBER	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION REFERENCES
	HOURS	
The Army Safety Program	1 The factors of a safety program including fire, accidents, and explosions.	C WD Cir 234, (1947)
The Individual and His Relationship to the Safety Program	1 The individual's responsibility for enforcement of safety precautions.	C WD Cir 234, (1947)

## ANNEX NO. 33

PRINCIPLES OF EMPLOYMENT OF ISOLATION  
IN COMMUNICABLE DISEASES  
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Principles Employed in Isolation of Communicable Diseases	2	Discussion of importance of isolation measures in treatment of communicable diseases.	C	To be provided by instructor.

## ANNEX NO. 34

NUCLEAR PHYSICS  
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Nuclear Physics	1	Discussion of the method of breakdown of the atomic nucleus and dangerous by-products formed.	C	Army Talk 157, A New World in the Atom.

## ANNEX NO. 35

MAP READING  
(11 Hours)

SUBJECT AND FILE NUMBER	SCOPE OF HOURS	TYPE OF INSTRUCTION	REFERENCES
Introduction: Marginal Information and Conven- tional Signs	1	General introduc- tion explaining various subjects to be taught in the course, pro- cedures to be used, understand- ing the schedule and map reading equipment issued. A brief discussion of map marginal information and conventional signs will be presented prior to showing 20-minute Training Film.	C,F FM's 21-25, Chap's 1-3, 12; 21-30, Chaps 1,2, 5; FM 21- 26, Sec's II, III; TF 21-2071.
Map Measure- ments, Scales and Methods of Location	1	To give the student an understanding of grid squares, the difference between a large scale map and a small scale map by understanding the representative frac- tion with relation to map distance; how to determine points of location by using grid coordinates; how to measure dis- tance.	C FM 21-25, Chap's 5, 6; 21-26, Sec's IV, VI.
Methods of Location	1	Show difference be- tween a medium and large scale map. Discuss thrust line, thrust line coordi- nates and location. Application in loca- tion.	C FM 21-25, Chap's 5, 6; 21-26, Sec IV, VI.

## ANNEX NO. 35 (Cont'd)

SUBJECT AND FILE NUMBER	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES	
FILE NUMBER	HOURS			
Elevation, Terrain Appreciation and Visi- bility	1	Definition of ele- vation; derivation and characteristics of contour lines. How to use contour lines to determine the elevation of specific points on contour lines, between lines and on a stream. How to recognize and trace stream lines and ridge lines.	C,F	FM 21-25, Chap 4, Fig 108; 21-26, Sec VII, pars 42-49; TF 21-2072.
Direction: Azimuth and Declination	1	To give the student an understanding of the use of the pro- tractor, how to read grid azimuths, the principles of magne- tic declination and converting readings in grid, magnetic and true north.	C	FM 21-25, pp 52-57; 21-26, pars 15-24.
Aerial Photos and Photomaps	1	To give the student a knowledge of the various types of aerial photos and photo maps and the advantage and use of each. To compare with survey maps. To enable them to identify objects and terrain features.	C,F	FM 21-25, Chap 11; 21-26, Sec's IX, XI; TF 21-2075
Introduction to Use of Compass Without a Map	1	The nomenclature and use of the compass, the procedures of orienting a map, how to walk on a traverse; intersection and re- section.	C,F	FM 21-25, Chap 7, pp 58-67, Chap 9, pp 72-80; 21-26, pars 52-53; 21- 26, pars 25, 26; TF 21- 2073.

## ANNEX NO. 35 (Cont'd)

SUBJECT AND FILE NUMBER	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Use of a Map Without a Compass	1 Use of a map on the ground, me- thods of orient- ing a map, locat- ing oneself, locating visible objects on the map. Show TF 21-2074.	C,F	FM 21-25, Chap's 7, 9; 21-26, Chap 1, pars 52, 53; TF 21- 2074.
Foreign Maps, Symbols and Overlays	1 Method of construc- tion of military symbols. Mention of foreign maps, comparison of maps. Application in transferring data of a mili- tary situation to symbol form on situation over- lay.	C	FM's 21- 25, 21-30, Chap 12; Foreign maps as available.
Application: Use of Compass in Field	1 To give the student practical applica- tion in the use of the compass in the field.	PE	FM 21-25, pp 58-61, 76-84.
Examination	1 Covering all in- struction to date.	E	All previous references

## ANNEX NO. 36

ORGANIZATION & EMPLOYMENT OF MEDICAL DEPARTMENT UNITS  
(17 Hours)

SUBJECT AND FILE NUMBER	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Organization and History of the Medical Department	1 To present the organization and development of the Medical Department and its status as a service of the Army. Include mission of the Medical Department and the methods employed for its accomplishment.	C	Military Medical Manual; History of the Medical Department, Ashburn; Current issues of the Bulletin of the U.S. Army Medical Department; FM's 8-5, pars 1-4; 8-10, pars 1-5.
The Organization, History, and Administration of the Army Nurse Corps	3 To present the organization and development of the Army Nurse Corps, including appointments, promotions, rank and precedence, rights and privileges, assignments and transfers, discharge and retirement.	C	AR's 1-5, 1-10, 40-20, 40-21, 35-2020, 35-5520; WD Cir 113, (1947); WD Bull. No. 6 (1947)
Principles of Evacuation	1 Discuss the basic principles of medical service. The problems encountered in evacuation and supply within the combat zone.	C,F	FM's 8-5, 8-10; FB 132.

## ANNEX NO. 36 (Cont'd)

SUBJECT AND FILE NUMBER	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
The Medical Company, Infantry Regiment	1 Organization and function of the Medical Company, Infantry Regiment, to include its employment in garrison and in combat.	C	FM's 7-30, 8-5; T/Q&E 8-7.
The Medical Battalion, Infantry Division	1 Organization and function of the Medical Battalion, Infantry Division. Include the duties of the Division Surgeon.	C	FM 8-5; T/Q&E's 8-15, 8-16, 8-17, 8-18.
Organization of General and Station Hospitals	2 Discuss the organization and function of general and station hospitals to include those within the Zone of Interior and of a Theater of Operations.	C	TM's 8-260, 8-262; FM 8-5.
Medical Service of a Field Army	2 Medical service provided by Army to include: Convalescent Hospitals, Mobile Army Surgical Hospitals, Field Hospitals, Evacuation Hospitals, Medical Group (or Regiment), separate Companies, and methods of evacuation. Show FB 173, "The Evacuation Hospital."	C,F	FM 8-5; T/Q&E's 8-50, 8-510, 8-571, 8-581; FB 173.
Medical Department Units of a Theater of Operations	1 Introduction to various Medical Department units; numbered general hospitals, numbered station hospitals, general dispensaries, general laboratories, medical depots, professional service units, hospital	C	FM 8-5.

## ANNEX NO. 36 (Cont'd)

<u>SUBJECT AND FILE NUMBER</u>	<u>SCOPE OF INSTRUCTION</u>	<u>TYPE OF INSTRUCTION</u>	<u>REFERENCES</u>
	trains, hospital ship complement, hospital ship platoon, sep; field hospital, museum and medical arts service.		
Medical Service of an Infantry Division	4 Demonstrate the employment and functions of the medical units within an infantry division.	D	FM's 8-5, 8-10.
Examination	1 Covering all previous instruction	E	All previous references

## ANNEX NO. 37

MISCELLANEOUS  
(3 Hours)

SUBJECT AND FILE NUMBER	HOUPS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Medical Intelligence	1	The purpose and technique of Medical Intelligence to include: the status of medical research in occupied countries, diseases peculiar to an area, and methods of controlling disease among both civilian and military personnel. General discussion of Military Intelligence.	C	FM's 30-5, 30-10, 30-15, 30-27; The Air Surgeon's Bulletin, Jan 1945.
Personal Health in Snow and Extreme Cold	1	Introduce and show TF 1-3403, "Land and Live in the Arctic." (58 min).	F	TF 1-3403
Medical Support of Atomic Warfare	1	Military characteristics of atomic warfare as it affects the Medical Service	C	Army Talks, 13 <sup>a</sup> , 13 <sup>c</sup> , 148.

## ANNEX NO. 38

MILITARY DISCIPLINE  
(8 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Wearing of Uniform and Insignia	1	Explanation and demonstration of the proper methods of wearing various authorized uniforms and insignia.	C,D	AF's 600-37, 600-40, 600-45.
Military Courtesies- Outdoors	1	Explanation and demonstration of basic rules of military courtesies pertaining to outdoor situations.	D	FM 22-5, Chap 3.
Military Courtesies- Indoors	1	Explanation and demonstration of basic rules of military courtesies pertaining to indoor situations.	D	FM 22-5, Chap 3.
Customs of the Service	1	Explanation and discussion of various customs of the service, their origins and significance.	C	None
Leadership	2	Discussions of the necessary qualifications and characteristics of a successful leader.	C	FM 22-5, pars 2-18.
Examination on Military Discipline Subjects	1	Written examination on military discipline subjects.	PE	All previous references
Roundtable Discussion of Courtesies and Customs of the Service	1	Open forum to discuss examination and points of interest pertaining to customs and courtesies of the service.	C	None

## ANNEX NO. 39

DRILLS AND CEREMONIES  
(12 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
The Soldier, Dismounted	1	Explanation, de- monstration and application of positions, facings, steps and marchings.	D,PE	FM 22-5, pp 48, 51, 52, 56-64, 66, 68, 69, 72, 73, 76, 77, 82.
The Soldier, Dismounted	1	Explanation, de- monstration and application of positions, facings, steps and marching.	D,PE	FM 22-5, pp 48-53, 76-78, 118, 135, 136.
The Soldier, Dismounted	1	Explanation, de- monstration and application of steps and marching.	D,PE	FM 22-5, pp 48-53, 79, 80, 82.
The Soldier, Dismounted	2	Explanation, de- monstration and application of movements executed by the squad and platoon.	D,PE	FM 22-5, pp 53-54, 79, 115, 122, 126, 127-130, 139-140.
The Soldier, Dismounted	1	Explanation, de- monstration and application of movements executed by the platoon and company.	D,PE	FM 22-5, pp 120- 121, 132-133, 137-138.
The Soldier, Dismounted	1	Explanation and de- monstration followed by an applicatory period covering the proper methods of conducting a Com- pany Inspection.	D,PE	FM 22-5, pp 209, 210, 213- 215.
The Soldier, Dismounted	1	Explanation and de- monstration followed by an applicatory period covering the proper methods of con- ducting a retreat ceremony.	D,PE	FM 22-5, pp 188- 189.

## ANNEX NO. 39 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
The Soldier, Dismounted	1	Explanation and demonstration followed by an applicatory period covering the proper methods of participating in a review.	D,PE	FM 22-5, pp 150, 175,176, 182-208.
The Soldier, Dismounted	1	Applicatory exercise- Review.	PE	FM 22-5, pp 150, 175,176, 182-208.
The Soldier, Dismounted	2	Applicatory exercise- review of basic movements of the squad and platoon.	PE	FM 22-5.

## ANNEX NO. 40

TRAINING PROBLEMS  
(3 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Training Problems	1	Introduction to the course on training problems to include the purposes and res- ponsibilities of military training; Utilization of T/O&E's and their application to training plans.	C	FM 21-5; AR 310-60.
Training Procedures	2	Conference on gen- eral considerations of training manage- ment, to include preparation and use of schedules and programs.	C	FM 21-5.

## ANNEX NO. 41

PHYSICAL CONDITIONING  
(40 Hours)

SUBJECT AND FILE NUMBER	TIME HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Physical Conditioning	1	Training Film: "Figures Don't Lie."	F	TF 8-2101
Physical Conditioning	2	Explanation, de- monstration and application of various formations and starting positions.	D,PE	FM 21-20, pp 18-25; FM 35-20.
Physical Conditioning and Setting- Up Exercises	3	Explanation, de- monstration and application of Cadence Series Exercises.	D,PE	FM 35-20.
Physical Conditioning and Setting- up Exercises	3	Explanation, de- monstration and application of Cadence Series Exercises.	D,PE	FM 35-20.
Physical Conditioning	1	Conference on road march tech- nique.	C	FM 100-5, Chap's 8,9; 21-20, Chap 9.
Physical Conditioning	2	Applicatory exer- cise - Road March.	C,PE	None
Mass Games	14	Applicatory exer- cise - organized competitive games.	PE	TM 21-220, pp 21-28.
Physical Conditioning	14	Applicatory exer- cise - swimming, bowling, volleyball, golf, and hiking.	PE	None

## ANNEX NO. 42

TRAINING DEMONSTRATIONS  
(3 Hours)

SUBJECT AND FILE NUMBER:	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Interior Guard	1 Explanation and demonstration of the essential features of Interior Guard Duty to include the duties of the NGO's, formal guard mount, and the posting of reliefs.	D	FM 26-5, pp 1-19, 4 pp I, par's 3-4.
Unit Inspection	1 Explanation and demonstration of the proper methods of conducting outdoor inspections emphasizing the duties and positions of the officers and non-commissioned officers and the preparation of a unit for inspection.	D	FM 22-5, pp 154, 156, 166, 215, 217.
Tentage Commonly Used by Medical Department Units	1 Explanation and demonstration of various types of tentage and their use by Medical Department units, to include: Shelter Tent, Pyramidal Tent, Squad Tent, Small Wall Tent, and Kitchen Fly. Demonstration to include all combinations of tents.	D	FM 20-15.

## ANNEX NO. 43

DEFENSE AGAINST CHEMICAL WARFARE  
(5 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Chemical Agents	1	Discussion of the various war gases and their physiological effects.	C	FM 21-40; TM 3-215.
Individual Protection and Decontamination	1	Training films covering individual protection against chemical attack and de-contamination procedures with respect to personnel, equipment and areas.	F	FM 21-40; TF's D 3-2016, 3-667, 3-668.
Gas Mask Drill	1	Explanation, demonstration and application of the fitting and adjusting of the lightweight service gas mask to include explanation of the parts, function and care of the gas mask.	D,PE	FM 21-40; TM 3-215.
Gas Chamber	2	Review of the proper methods of fitting and adjusting the gas mask, applicatory exercise - gas chamber.	PE	FM 21-40.

**TECHNIQUES AND METHODS OF INSTRUCTION**  
**(17 Hours)**

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Military Training and the Mechanism of Instruc- tion	1	To introduce the student to the sub- ject of military training and its appli- cation, with an explana- tion and demonstration of the methods and mechanism of instruction.	C,D	FM 21-5, pars 1-10, 61-76.
Technique and Psycho- logy of Instructing	1	Discussion of the requisites of good instruc- tion with par- ticular emphasis on the approach to instruction, the lecture itself, and some of the pitfalls to be avoided in instruction.	C,D	TM 21-250, pars 33-36; TM 1-1000, pars 22, 24, 34, 36; FM 21-5, pars 88- 103.
Instructional Aids	1	Discussion of some of the in- structional aids available for use in supple- menting lecture material, with particular em- phasis on those aids furnished by the Army listed in FM 21-8.	C,D	FM 21-5, pars 81-87; TM 1- 1000, pars 19- 20; TM 21-250, pars 22-24; FM 21-8.

## ANNEX NO. 44 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Instructional Aids	1	Presenting the various visual aids available to Army instructors emphasizing the celluloids, their value in instruction, where they can be obtained and their proper use.	C,D	FM 21-5, pars 78-80; FM 21-7, pars 1-12; TM 1-1000, pars 20f, 25-29; TM 21-250, pars 164-166; FM 21-8.
Practical Application of the Techniques and Methods of Instructing	13	Student participation. Presentation by students of short prepared talks applying the techniques and methods of instruction previously explained and demonstrated, followed by constructive comments by class and instructor.	PE	All previous references.

## ANNEX NO. 45

TROOP INFORMATION PROGRAM  
(8 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
China (1600- Present)	1	Lecture cover- ing the history and develop- ment of China.	C	None
Russia (1682- Present)	1	Lecture cover- ing the history and development of Russia.	C	None
Germany (1618- Present)	1	Lecture cover- ing the history and development of Germany.	C	None
Japan (1500- Present)	1	Lecture cover- ing the history and development of Japan	C	None
Britain (1600- Present)	1	Lecture cover- ing the history and development of Britain.	C	None
Fascism, Communism and De- mocracy	1	Lecture cover- ing the explana- tion of and comparisons between Fascism, Communism, and Democracy.	C	None
The United States, Historical Principles and Current Problems	1	Lecture cover- ing the history and background of the United States, and current pro- blems of the United States.	C	None

## ANNEX NO. 45 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Problems of the World Today	1	Open discus- sion of any problem to be offered by members of the stu- dent body, monitored by the instructor.	C	Current periodicals; newspapers; WD publi- cations.

ORGANIZATION OF THE HOSPITAL FOOD SERVICE  
(46 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Organization of the Hos- pital Food Service	2	Organization of the Hospital Food Service; presentation and explana- tion of the organization- al and func- tional chart of the hospi- tal mess organ- ization for gen- eral and other hospitals in the Zone of the Interior, specif- ic duties of key mess personnel.	L,C	AR 40-590; TM 8-262, Chap VI; SGO Cir's 3,70,84 (1947).
Selection, Assignment, Duty Hours, Uniform Job Descriptions, Job Analyses, and Work Schedules for Mess Personnel	2	Types of civil service posi- tions, impor- tance of final selection of applicants; in- terviews; pro- cedures of se- lection. Assign- ment reports and efficiency ratings. Discussion of pur- pose and meaning of good mess ad- ministration; the "tools" of good administration; detail outline of job descrip- tion and its val- ue to dietitian and employee; mechanics of mak- ing job analyses and the use of both individual and unit job	L,C,PE	TM 8-262, Chap VI; Civ Pers Pamphlet 24, (1946); Civ Pers Manual No. 2, (1945); Civ Pers Form No. 3823A (June 1945); Civ Pers Form No. 3823, (Rev 1944); West and Wood, "Food Service in Institutions."

## ANNEX NO. 46 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		analyses; the need for work schedules and the mechanics of its construction; construction of work schedules by the class.		
Selection, Ordering, Inspection. Acceptance of Food Supplies, Including Stock Record Forms, Quartermaster Purchases, Commercial Purchases, and Requests for Bids.	3	Outline of Quartermaster procurement of food, central, regional, and local; types of bidding; requisition forms and procedure for individual units. Circumstances under which commercial purchases may be made; certificate of non-availability; procedure for getting bids; purchases of certain items through the Medical Supply Officer. Definition and purpose of Quartermaster specifications; general requirements in Federal specifications; classification of subsistence.	L,C	TM's 10-215, Chaps I-IV; 8-262, Chaps VI,VII; 10-210; AR's 30-2210, 40-590, par 18; WD Form 445; Federal Standard Stock Catalog; QM Tentative Specifications; SFS 10-154.
Menu Planning	4	Factors which influence menu making; drafting the menu; menu reference files and reminders; method and order of drafting; the special diet menus; preparation of the menu; menu forms	L,C	TM's 8-262, 8-500, Chap VI; "Food Service in Institutions," West and Wood; Menu forms from Army hospitals; WD Cir 33, (1946); TB MED's 25,

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION REFERENCES
		used in various Army hospitals; different food combinations or suggestions, local food habits and supplies; checking of consumer acceptability; necessity for nutritional evaluation of menus; dietary analysis of the Master Menu on the per pound basis, sources of data, conversion factors, food composition charts, mechanics of calculation, corrections, reports; responsibilities of the therapeutic dietitian, presentation of selected current trends in diet therapy.	(1944), 23; SGO Cir 70, (1947) "Food Service in Health and Disease," Barber and Mitchell; "Nutrition in Health and Disease," Sherman; "Chemistry of Food and Nutrition," McCullom; "Newer Knowledge of Nutrition," Journal ADA.
Quantity Food Preparation, to Include Standardized Cooking Procedures in Mess and Ward Diet Kitchen	5	Necessity for recipe standardization; recipe standardization in the special dict kitchen; requirements for successful standardization; techniques of standardizing old and new recipes; discussion of recipes to be standardized in the experimental kitchen; standardization of a large recipe by means of application of techniques previously presented.	C,L TM's 8-262, 10-412, Chap VI; "Food Service in Institutions," West and Wood; "Quantity Cookery," Treat and Richards; Food for Fifty," Fowler and West; "Recipes at Moderate Cost," Hart; Quantity Food Service Recipes, ADA; "The School Cafeteria," Bryan.

## ANNEX NO. 46 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Maintenance of High Standards of Food Service in Wards and Dining Halls	2	Discussion of the mechanics of ward food service, ward rounds, diet cards, training of ward diet kitchen personnel, routine of charting food, checking food carts and trays, ward round reports, special diet patient records; cafeteria service; order of the food on the counter; instruction of personnel, portion control; self-service versus controlled service; short order cooking on the line; posting of the menu; mechanics of service of ambulatory patients; type of diets served in the mess hall; training of serving personnel; table service; mechanics of service for paraplegic and orthopedic patients.	C	TM 8-262, Chap VI; SGO Cir's 3,70,84, (1947); "Food Service in Institutions," West and Wood; Journal of the American Dietetic Association.
Control of Food Waste	2	History of food service; causes of food waste; receiving points, storage, in preparation, prior to cooking, in cooking, in serving, from leftovers, early messing, and unattractive surroundings.	C	Food Conservation Bulletin, Hq 4th Army, and supplement; TC 32, (1945); WD Cir 322, (1946); TM 8-262, Chap VI; SGO Cir's 3,70,84, (1947).
Operation of Hospital Central Butcher and Pastry Shops	1	Operation and function of hospital butcher and pastry shops; economy of equipment, personnel	C	TM's 8-262, Chap VI; 10-406; 10-414.

## ANNEX NO. 46 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		and equal distribution of choice cuts and special cuts of meat, and the delivery of standardized bakery products.		
Proper Use, Care, and Maintenance of Mess Equipment	1	General maintenance responsibility; responsibility of using services; responsibility of the Post Engineer; inspection and service record; types of service offered by the Post Engineer; starting and shutdown; repair and replacement service; instruction of using personnel; purpose of cleaning maintenance; cleaning agents and their correct use; cleaning of specific items of kitchen equipment.	C	TM's 5-637, 5-671, 10-405; Care of Food Service Equipment, ADA.
Standards of Cleanliness and Sanitation in Hospital Messes	2	Inspection and storage of food supplies in the mess; types of inspection; inspection routine; sanitary measures and control.	C	TM's 10-210, 10-250; SB 10-119; "The School Cafeteria," Bryan; "Food Service in Institutions," West and Wood.
Development of Full Range Continuous Training Programs for Personnel; Proper Utilization of Operating Personnel	2	Discussion of supervisory responsibilities with emphasis on the instructional phase; the training time table; the job breakdown; the four-step method of instruction. Setting up a training program	C	SGO Cir's 3, 70-84,90, (1947); TM 1-1000; FM 21-5.

## ANNEX NO. 46 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
by Reason of Training and Experience		which will include training for all types of personnel assigned to the mess, with emphasis on "on-the- job" training.		
Laboratory Demonstration in the Hospital Messes and Ward Diet Kitchens to Provide Practical Application of the Material Covered	20	Practical applica- tion of the mater- ial covered in the mess halls and diet kitchens of the hos- pital. Class to be divided into groups and placed in the various sections of the mess.	PE	All previous references

**ADMINISTRATION OF PHYSICAL THERAPY**  
**(6 Hours)**

SUBJECT AND FILE NUMBER	SCOPE OF HOURS	TYPE OF INSTRUCTION	REFERENCES
Organization and Administration of Physical Medicine Service	2	Administration of Physical Medicine Service in relation to three component Sections; orientation to functions and activities of three sections.	L,C WD Circular No. 349, (1946); TM 8-262, Chap IX; U.S. Army Medical Department Bulletin, (June 1947); Kru- sen, "Deve- lopment of Physical Medicine as Observed During the Past Two Decades"; U.S. Medical Dept. Bulle- tin, (Sept. 47); Strick- land, "Phys- ical Recon- ditioning"; Archives of Physical Medicine, (April 1947) Strickland, "Physical Medicine in the Army"; WD Circular 119, (1947); TM's 8-291, 8-292.
Organization and Administration of Physical Therapy Section	2	History of Physical Therapy in the Army; Administration of Physical Therapy Section; duties and responsibilities of personnel assigned to Physical Therapy Section.	L,C,F, TM 8-262, Chap IX, AR pending; Medical De- partment History, Vol. XIII, Part I; FB 203

## ANNEX NO. 47 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Operation of Physical Therapy Section	2	Records, reports, tests, measurement; conferences; maintenance of equipment and supplies. Routine treatment procedures.	L,C,D	TM 8-262, Chap IX; Approved forms; Quarter-master Supply List; Army-Navy Catalog of Medical Materiel

## ANNEX NO. 48

PROFESSIONAL PROCEDURES IN PHYSICAL THERAPY  
(35 Hours)

SUBJECT AND FILE NUMBER	SCOPE OF HOURS	TYPE OF INSTRUCTION	REFERENCES
Massage	2	Basic principles; techniques used in Medical Department installations.	L,C,D TB pending
Amputations and Bandaging	4	Objectives of treatment; bandaging.	L,C,D,F TM 8-293, (Jun 46); WD Pamphlet, No. 8- 10, (Aug 46) MF's 956, 1081, 1129, 1249, 1254, 1262, 1263, 1264; TF 8- 2083.
Peripheral Vascular Diseases	1	Brief review of principles of Physical Therapy treatment of peripheral vascular diseases. Orientation to condition of trench foot; prophylaxis, etiology, clinical manifestations, treatment.	L,C,F TB 81, (4 Aug 44); dtd 3 Oct 44; Notes from other sources; FB 180.
Electrotherapy	3	Electrodiagnosis; methods of electro-diagnosis; faradic and galvanic test; test by use of constant current impulse stimulator; brief discussion of other methods.	L,C,D,F Kovacs, "Electro- therapy and Light Therapy"; Krusen. Physical Medi- cine"; Notes from other sources; MF's 1402, 1403

## ANNEX NO. 43 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFEPENCES
		Iontophoresis; review of principles of medical galvanism; physiological effects; indications and techniques of iontophoresis with histamine, mecholyl, sodium chloride, copper and zinc sulphate.		
		Hydrogalvanism; types of galvanic baths; equipment; physiological effects, indications and techniques.		
Brain and Spinal Cord Injuries	3	Brief review of anatomy and physiology of brain and spinal cord.  Spinal cord injuries; classification of symptoms; treatment regime.	L,C,D,F	Archives of Physical Medicine, July, Aug, Sep, Dec (1945) Feb-Mar (1947) notes from other sources; MF 1234.
		Brain injuries; symptoms, athesosis, spasticity, ataxis; treatment regime.		
		Objectives and psychological aspects of treatment; tests measurement, equipment.		
Therapeutic Exercise	2	Definition, objectives, indications, contraindications; terminology, classification of exercise with definition, purpose and indications for each type.	L,C,D,F	Wright, "Applied Physiology"; Coldthwaite, Brown, Swain and Kuhn, "Body Mechanics"; Rathbone,

## ANNEX NO. 48 (Cont'd)

SUBJECT AND FILE NUMBER	SCOPE OF HOURS	TYPE OF INSTRUCTION	REFERENCES
			"Corrective Physical Education"; Bowen and McKenzie, "Applied Anatomy and Kinesiology"; McCurdy and Larson, "Physiology of Exercise"; Public Health Bulletin #242; Notes from other sources MF 1288.
	The Heavy Resistance, Low Repetition Exercise Program; Physiological aspects, indications, apparatus, technique, records, etc.		Journal, Bone and Joint Surgery, Oct. (1945); Delorme, "Restoration of Muscle Power by Heavy Resistance Exercise"; Notes from other sources; MF 1289.
Orthopedic Conditions	2	Routine and specific L,D,F procedures on ward and in Physical Therapy Section for commonly encountered orthopedic disabilities.(Fractures, dislocations, strains, sprains, unstable knees, arthritis, bursitis, etc.)	Watson-Jones, "Fractures and Joint Injuries"; Key and Cornwell, "Fractures, Dislocations, Sprains"; Shand's "Handbook of Orthopedic Surgery"; Steindler, "Orthopedic Operations";

## ANNEX NO. 48 (Cont'd)

SUBJECT AND FILE NUMBER	SCOPE OF HOURS INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Poliomyelitis 2	Treatment of acute and convalescent poliomyelitis; principles, objectives and techniques; muscle re-education and evaluation.	L,D,F	Comroe, "Arthritis"; Notes from other sources; MF 1289.
Chest Conditions 3	Types of chest injuries; objectives of Physical Therapy; treatment regime, preoperative and postoperative.	L,C,D,F	SGO Ltr. (8 Oct 45); WD Cir.73, (1046); Public Health Bul- letin 242; Medical Re- search Council War Memorandum #7;"Muscle testing", Worthing- ham, Daniels, Williams: Lovett, Robt. W., "The Treat- ment of In- fantile Par- alysis". Films from National Foundation for Infantile Paralysis: "A New Hori- zon ", "Accent on Use", "Your Fight Against In- fantile Par- alysis".
			Physio- therapy Re- view, Sep, Oct, (1045); Mar-Apr (1047); MF's 1236, 1237, 1238, 1293

## ANNEX NO. 48 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFEENCES
Peripheral Nerve Injuries	4	Causes of peripheral nerve injuries; principles, objectives, techniques of treatment with particular reference to muscle re-education, electrical stimulation and methods and records of muscle evaluation.	L,C,D,F	SGO Ltr. (8 Oct 45); WD Circular 73, (1946) "Public Health Bulletin #242; Medical Research Council War Memorandum #7; "Muscle Testing", Worthingham, Daniels and Williams; Pollock and Davies, "Peripheral Nerve Injuries"; Haymaker and Woodhall, "Peripheral Nerve Injuries"; Bunnell, "Surgery of the Hand"; Notes from other sources; MF 1290.
Plastic Surgery, Tendon Transplants	2	Objectives of physical therapy; treatment regime. Burns, skin grafts, common tendon transplants.	L,C,D,F	Bunnell, "Surgery of the Hand"; Fomon, "Surgery of Injury and Plastic Repair"; Steindler, "Orthopedic Operations"; Notes from other sources; MF 1291.
Physical Medicine Clinic	1	Practical demonstration of Physical Medicine Clinic	D	None

## ANNEX NO. 48 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Physical Therapy Clinic Routine	4	To give a practical demonstration of Physical Therapy in the clinic, including all modalities.	D	None
Ward Round Demonstration	2	To acquaint the student with practical demonstration of Physical Therapy treatment on wards, including handling traction cases, Bradford frames, etc.	D	None

## ANNEX NO. 49

ADMINISTRATION OF OCCUPATIONAL THERAPY  
(5 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Organization and Administration of Occupational Therapy and its Relationship to Physical Medicine	2	To acquaint the student with the scope of occupational therapy in Army hospitals; the mechanics of organization and administration of a department; the essential differences in administration of occupational therapy sections in general and station hospitals. To acquaint the student with the duties and facilities of the other two agents of the physical medicine program; to explain the objectives of each section and the relationship which must exist between these sections of the service; general review of the preceding four (4) hours on administration of occupational therapy.	L,C	TM's 8-291, 38-220; WD Cir 349, (1946).

## ANNEX NO. 49 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Equipment and Sup- plies of Occupa- tional Therapy	2	To acquaint the student with the standard facilities of a depart- ment, in- cluding equipment and supplies and the method of requisi- tioning stand- ard and non- standard items; difference in classification and use of ex- pendable and non-expendable items.	L,C	ASF Catalog, MED 10-23, TM 38-220.
Duties and Responsi- bilities of Occupational Therapist	1	To acquaint the student with the du- ties and re- sponsibilities of an occupa- tional thera- pist; indicate method of pre- scription and referral cases; use of clinic conferences and ward rounds; record and re- port forms; interpretation of circulars and directives, pertinent to occupational therapy and occupational therapist; content of training courses for enlisted per- sonnel; tables of organiza- tion; tables of equipment.	L,C	WD Cirs 97, 91, 119, (1947); Haworth and McDonald, "Prescribing Occupational Therapy"; Haas, "Theory of Occupational Therapy".

## ANNEX NO. 50

PROFESSIONAL PROCEDURES IN OCCUPATIONAL THERAPY  
(36 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Types of Physical Disabilities	1	Delineation of the types of physical disabilities usually referred for treatment in an Army hospital, including fractures, dislocations, burns, tendon lacations, upper and lower peripheral nerve injuries, arthritis, thoracic and cardiac disorders and blindness.	L,C	TM 8-291, "Manual of Occupational Therapy", AMA.
Craft Analysis	2	Interpretation of the application of active exercise for soldier patients through the medium of arts and crafts, including review of specific craft analysis; methods of adapting equipment and materials.	L	Sue Hurt, "Orthopedic Syllabus".
Advanced Craft Techniques	2	To present to the students new simplified techniques in plastics.	D,PE	None

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Clinical Demonstra- tion of Occupational Therapy	1	To acquaint the students in a practical demonstration in the use of specific activities in relation to specific in- juries.	D	"Manual of Occupational Therapy", AMA, 1947.
Physical Medicine Clinic	1	To acquaint the student with pro- cedures used in physical medicine clinic and the methods in which pre- scriptions are co- ordinated using physical therapy, oc- cupational therapy, physical re- conditioning.	D	Bierman, "Physical Medicine in General Practice"; WD Cir 349 (1946).
Ward Rounds	2	To acquaint the student with method of accompani- ing the ward officer and physical medicine officer on ward rounds.	D	None
Orthopedic Clinic	1	To acquaint the student with opera- tion and problems of orthopedic clinic.	D	None

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Round Table No. 1	1	General dis- cussion of preceding classes; re- view of same.	C	All previous references.
Amputa- tions, Upper and Lower	1	To acquaint students with basic princi- ples involved in surgery and treatment of upper and lower amputa- tions; im- portance of early referral and treatment.	L	None
Limb Shop (Brace Shop)	1	To acquaint the student with basic principles involved in making and fitting prostheses.	D	None
Occupa- tional Therapy Treatment of Upper and Lower Extremity Amputa- tions	1	Instruction in the im- portance of early referral in the pros- thetic stage. Aims of treat- ment in this stage includ- ing condition- ing patient to his dis- ability and developing skill of re- maining mem- bers. Train- ing in the use of the prosthesis	L,C	Occupational Therapy in an Army Amputa- tion and Neuro- surgical Center, O.T.&R., Oct. 45, Vol. 25, No. 5, pp. 195-204; TM 8-291.

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		when fitted through practice in daily activities; emphasis on use of bilateral activities to teach relationship of prosthesis to normal hand; teaching writing with prosthesis if dominant hand lost and site of amputation permits; training around permanent disability, if indicated, as in case of disarticulation; methods of measuring and recording proficiency through use of prosthetic achievement test. A distinction between use of hand for cosmetic purposes and the hook function.	L	None
Paraplegia	1	To acquaint the student with spinal cord injuries and medical care and treatment of these patients.	L	None

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Occupational Therapy Treatment of Paraplegics	1	To orient the student to the importance of an active program for motivation of the paraplegia; to stress the value of the sense of the independence and the restoration of self-confidence that result from achievement, emphasizing the needs of individualized treatment to show the possibility of development of hobby interest and the exploration of vocational possibilities to review methods of adapting equipment as indicated; choice of activities suitable for the bedridden paraplegic; to give an understanding of the relationship	L	AMA "Manual of Occupational Therapy"; in an Army Amputation and Neuro-surgical Center, O.T.&R. Oct. 45, Vol. 25, No. 5, pp. 195-204.

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		of occupa- tional therapy to all other branches of the Medical Department in the care and treat- ment of the paraplegic patient.		
Advanced Craft Techniques	2	To present to the stu- dents new simplified techniques in silver.	D,PE	None
Aphasia	1	To acquaint the students with the causes and results of the aphasic patient; to acquaint the student with the battery of tests given by the clinical psychologist.	L	None
Occupa- tional Therapy in the Treat- ment of Aphasic Patients	1	To familiarize the student with the pro- blem of emo- tional adjust- ment of the aphasic and the importance of individual- ized treatment; to provide the basic knowledge of the battery of tests given by the clinical	L,C	AMA "Manual of Occupa- tional Therapy".

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		psychologist and their use by the occupational therapist in determining treatment procedures; the differentiation between speech training, per se, and the language functions and orientation; the readjustment and resocialization value of activities in addition to individual treatment; the treatment indicated for concurrent physical disabilities such as hemiplegia; the correlation of the Occupational Therapy program with other professional services.		
Clinical Demonstration: Amputations, Paraplegics and Aphasics	1	To acquaint the students with program demonstration and observations of modalities used in treatment of amputees, paraplegics, and aphasics.	D	None

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Round Table No. 2	1	General dis- cussion and review on amputees, paraplegics, aphasics.	C	All previous references.
Psychos- neurotic Disorders	1	Contrast normal nervousness with path- ological anxiety; description of some types of psycho- neurosis.	L	None
Psychotic Reactions	2	Description, implications, and treatment of functional psychosis and organic re- action types.	L	None
Occupa- tional Therapy and Mental and Nervous Disorders	2	To acquaint the student with applica- tion of ac- tivity accord- ing to di- agnosis; closed and open ward ac- tivities and programs; im- portance of immediate treatment to combat treat- ment to combat exaggeration of symptoms and concept of illness.	L	TM 8-291; AMA "Manual of Occupational Therapy"; "Military Man- ual of Neuro- psychiatry" edited by Solomon and Yakovlev; Stakel, "Occupational Therapy for Neuropsychiatric Patients in an Army General Hospital", (O.T.&R., Oct. 44); Vol. 23, No. 5, p. 225; Mohr, "Mental Hygiene Aspects of Occupational

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
				Therapy" (O.T.&R.) Feb 39, Vol. 18, No. 1; Preston, "Relating Occu- pational Therapy to Reality" O.T.&R. Feb 42, Vol. 21, No. 1.
Neuro- psychiatric Staff Meet- ing	1	To acquaint the student with staff meeting con- ducted by the Neuropsychia- tric Service of a general hospital.	C	None
Occupa- tional Therapy Clinic in Neuropsychia- tric Section	1	To acquaint the student with practical aspect and application of treatment activities conducted in a Neuro- psychiatric Occupational Therapy Clinic.	D	None
Round Table No. 3	1	A general dis- cussion of Neuropsychiatric patients and their treatment in occupational therapy program.	C	None
Advanced Craft Techniques	2	To present to the students new simplified techniques in ceramics.	D,PE	None

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Diversional or Preventive Therapy for Ambulatory Patients	1	To cultivate in the stu- dent an ap- preciation for the value of diversional or non-specific therapy and where its emphasis should be placed in Army hos- pitals, both as an intro- duction to occupational therapy and activity for ambulant pa- tients, with particular reference to the unusual length of hospitaliza- tion of Army personnel.	L	TM 8-291; Dunton, "Prescribing Occupational Therapy"; Colson, "Rehabilita- tion of the Injured-Oc- cupational Therapy".
Diversional or Preventive Therapy for Bed Patients, to include Red Cross and Arts and Skill Corps.	1	To acquaint the student with the out- line of the development of ward pro- grams for bed patients and where the em- phasis should be placed. To explain the organization of the Red Cross Arts and Skill Corps and its place in the Occupa- tional Therapy program.	L	TM 8-291; Dunton, "Prescribing Occupational Therapy".

## ANNEX NO. 50 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Demonstra- tion of Diversional Therapy	1	Practical demonstration of diver- sional therapy on the wards and the clinic.	D	None
Round Table Discussion No. 4	1	General dis- cussion of diversional activities provided for ambulatory and bed pa- tients.	C	All previous references.





